

VILLAGE OF ROSCOE
10631 Main Street
Roscoe, Illinois 61073

Committee of the Whole Meeting Minutes
Tuesday, July 19, 2022
[Immediately following the Village Board Meeting]

NOTE: PURSUANT TO SECTION §7(e)(2) OF THE ILLINOIS OPEN MEETINGS ACT THE COMMITTEE AND MEMBERS OF THE PUBLIC ARE ABLE TO PARTICIPATE IN THIS MEETING REMOTELY VIA VIDEO AND TELECONFERENCE.

REMOTE ATTENDANCE INFORMATION WILL BE MADE AVAILABLE AT: VILLAGEOFROSCOE.COM

MINUTES

1. CALL TO ORDER

2. ROLL CALL

Present: Trustee Keene, Dunn, Plock, Mallicoat, Petty and Gustafson

3. APPROVAL OF MINUTES

3.1. Approval of July 5, 2022 COTW minutes
Administrator Sanders entertained a **motion**,
Trustee Mallicoat made a **motion to approve**.
Second by Trustee Keene.

Discussion: Trustee Gustafson requested that minutes be emailed out and advised they are in folder.

Roll Call Vote: Trustee Petty, Gustafson, Plock, Mallicoat, Keene and Dunn - YES.
Motion Passed: 6-0-0

4. PUBLIC COMMENT (Limited to 3 minutes per speaker)

5. NEW BUSINESS

5.1. Discussion and **Recommendation to the Board** for approval of Employment Policy No. 02-12 (Remote Work Policy)

Administrator Sanders summarized the recommendation to the board for the updated Employment Policy No. 02-12. Currently there is no work at home policy, and the purpose is to add more detail to this policy. Administrator Sanders stated that it has been the intention to both approve and then rescind the emergency staffing plan. Administrator

Sanders there have been a spike in covid with numerous cases of covid here at the village currently. President Szula stated the most important thing is to have a policy where people can work from home. Anne Hanson, stated there have been 3 positive cases in the last few weeks, and feels it may be important to keep the covid policy in place for a few more weeks. Trustee Gustafson inquired what part of the policy and Anne stated it was the part of the policy where employees get paid for the days they are out. Trustee Gustafson stated she thought that it was discussed that employees were to use their sick days, Administrator Sanders stated yes that is part of rescinding the policy. Administrator Sanders stated up until now there was a separate leave category for covid. Trustee Gustafson inquired what are we eliminating. Administrator Sanders stated we are asking to hold off rescinding plan for a couple weeks due to the recent spikes in covid. Administrator Sanders that the emergency plan is the only plan where working at home is addressed, and the recommendation is to approve the Remote Work Policy and rescind/eliminate the emergency staffing policy. Trustee Gustafson inquired as to who would fall under the remote work policy, clearly police would not due to the nature of their work. Administrator Sanders stated correct, but the Chief and Deputy Chief possibly could. Trustee Gustafson stated basically it would be the people in the building, the chief and deputy chief, Troy. She does see an issue with those being eligible, but tending to a family event is a choice and that should not fall under occasion for remote work. Attorney Kurlinkas stated that the policy just gives the option to work from home, if there is a need to close building due to weather. Trustee Gustafson stated true but this policy doesn't apply to 95% of the employees. Trustee Gustafson stated she doesn't agree with the occasional remote work, and that is her opinion. Trustee Gustafson inquired about the temporary remote work, and with FMLA this already exists. Attorney Kurlinkas stated that the Village had regular temporary remote work during the pandemic. Stating that there were employees to worked from home during that time. The second half of the policy is just establishing expectations and everyone is clear on requirements when working from home. Administrator Sanders stated that workplace and workplace culture has shifted and it is not a bad idea to have a policy in place. Trustee Gustafson inquired how does the Village enforce the work from home, we have to judge the safety of your workplace? Administrator Sanders stated if someone is working remote, the Village would like to identify and acknowledge that is where they are working. Trustee Gustafson would like to make suggestion under occasional remote work and strike the family members, family events which are life choices, which should fall under a personal day. Trustee Petty stated she agrees with Carol on this. Trustee Petty stated that she would like the policy to show more consistent with the language around supervisor, village of roscoe on the approval process. Administrator Sanders thanked her for pointing out the inconsistency. Administrator Sanders stated it comes down to a mindset, when working from home. Trustee Gustafson inquired how does the Village judge productivity, did anyone ask questions to those working from home? Administrator Sanders stated the opinions varied, and some liked it and some wanted to be back in the office. Administrator Sanders stated it would be judged the same way, as when they are in the office. Trustee Mallicoat stated that in his employment working from home, it came down to people working odd hours and were productive because they actually home. Meetings changed and some worked later and some worked more than expected working later in the evening. Trustee Mallicoat stated with his employment, everyone certified in a professional manner validating they are working in a safe comfortable environment. Trustee Mallicoat stated in regards to productivity, it was the same and

trackable. Trustee Mallicoat stated his wife just received her work from home policy, and they are working 2 days from home, but not everyone as some have to be in the office. Trustee Mallicoat stated that those in his company that cant work from home the company did something for them in giving them an half day on Friday. Trustee Mallicoat stated he agrees with Carol on the family point and it is a life choice. Trustee Mallicoat stated he feels this could work. Administrator Sanders stated the bottom line is the Village needs a remote policy, as the emergency staffing plan is being retired. President Szula stated there are so many scenarios that can happen, but having a policy in place is essential. Trustee Gustafson requested to revisit this on the next COTW meeting having the document cleaned up with the inconsistency of the language, definition established. Trustee Gustafson stated eliminate the reference to attending school event, family event etc. Trustee Gustafson requested it be cleaned up and then brought back to the next COTW meeting. Administrator Sanders asked if we could do a straw poll to remove regular remote work, Gustafson yes, Petty yes, Mallicoat yes, Plock yes, Dunn yes, Keene no. Keene stated he feels it is important to have the ability to provide remote work, and he doesn't see why employee can not work from home. Administrator Sanders asked Keene if would have an issue removing regular work from home, and Keene said yes. Administrator Sanders thanked board and stated he would bring back to next COTW. Next meeting August 3, 2022.

5.2 Discussion and **Recommendation to the Board** for approval, of bid specifications for the re-construction of the Public Works parking lot, 5402 Swanson Road.

Administrator Sanders summarized the recommendation, and referred to Brandon on the new site plan. Brandon stated there were some updates on the end caps of the island being stripped out and it was requested to be landscape islands. Administrator Sanders this has changed from pavement to reconstruction, as there is insufficient base. Administrator Sanders stated there are thresholds to meet around the doors too maintain weight. This is now a reconstruction and a large retention area. Administrator Sanders and Brandon reviewed the site plan with the board showing the issues for the lot and providing the updates. By ordinance, interior planting is required with ground cover included. Trustee Gustafson stated she loves the design and the opportunity to have the site look great and functional. Trustee Gustafson inquired about lighting, and Troy stated there are four lights for building and lights in parking lot and diamond. Administrator Sanders stated he is not sure if more lighting is needed and will follow up with the users. Trustee Gustafson inquired about the entrance, and is that adequate? Brandon stated yes, it is big enough for the semis that may frequent. Brandon stated there won't be many conflicts from softball, salt delivery and day to day operations. Trustee Plock inquired about the 12 parking stalls, and will they affect the salt shed. Administrator Sanders stated no, it will not interfere. Trustee Plock ask if the entrance will be pavement or concrete and it is pavement according to Administrator Sanders. Brandon stated he will provide an updated site plan. Trustee Gustafson wanted to evaluate the lighting needs, if additional is needed. Trustee Mallicoat inquired what the plan is for the snow removal we don't want to kill the plantings. Administrator Sanders stated they could push it to the east to the ball diamonds? Administrator Sanders stated they would add a snow storage area.

Administrator Sanders entertained a **motion**,
Trustee Plock made a **motion to approve**.

Second by Trustee Mallicoat.

Roll Call Vote: Trustee Gustafson, Petty, Dunn, Keene, Plock and Mallicoat - YES.

Motion Passed: 6-0-0

5.3 Discussion and **Recommendation to the Board** for approval of a Special Event Permit for the Roscoe Lions Club for the 112th Annual Fall Festival on September 9-11, 2022 (includes use of Leland Park, Fireworks, and Street Closure for parade on 9-11-22)

Administrator Sanders summarized the request for the special event, and no fireworks.

Administrator Sanders entertained a **motion**,
Trustee Mallicoat made a **motion to approve**.

Second by Trustee Petty,

Roll Call Vote: Trustee Plock, Petty, Mallicoat, Dunn, Gustafson and Keene - YES.

Motion Passed: 6-0-0

Administrator Sanders brought up the request from Trustee Gustafson to move Halloween trick or treating back to the traditional day of October 31st. Trustee Dunn stated he agrees and had received many inquiries about the change. Trustee Mallicoat thought it was agreed to give it a couple years, and the flip and flop causes issues. Trustee Keene thought there were positive feedback how people enjoyed the Saturday dedicated date as it kept the kids off the street. Trustee Gustafson made recommendation to move to board to make trick or treating as October 31st from 4-7pm.

Administrator Sanders entertained a **motion**,
Trustee Gustafson made a **motion to approve**.

Second by Trustee Petty,

Roll Call Vote: Trustee Plock, Mallicoat, Dunn, Keene, Gustafson and Petty - YES.

Motion Passed: 6-0-0

6. OLD BUSINESS

Trustee Petty inquired about the grants, and Administrator Sanders stated that he has not received any update. Trustee Petty stated Fehr Graham does this kind of work, Brandon stated that their funding specialist Bridget looks for funding opportunities for Fehr Graham clients and when they are released she sends out notifications to project managers and managers. Fehr Graham will let clients know when the grants come up and they are monitoring, and there has been nothing in the last six months. Brandon stated he would bring up the design projects and see if the Rebuild Illinois would fall under it.

Trustee Mallicoat inquired if notice has been provided to residents for street closure main street for NNO? Chief Evans stated she was mailing notification about closure.

7. **PUBLIC COMMENT (Limited to 3 minutes per speaker)**

8. **EXECUTIVE SESSION**

9. **ADJOURNMENT**

Administrator Sanders entertained a **motion**,
Trustee Petty made a **motion to approve**.

Second by Trustee Mallicoat,

Roll Call Vote: Trustee Mallicoat, Dunn, Keene, Gustafson, Petty and Plock - YES.

Motion Passed: 6-0-0